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ER 2-5888

Approved For Release 2002/09/03 : CIA-RDP78-04718A000300170001-1

Secret 9

Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Deputy Director (Administration)

DATE: 12 February 1952

FROM : Comptroller

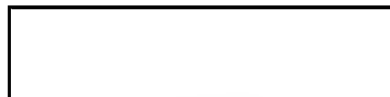
SUBJECT: Revision of Payroll, Check Cashing, and Cash Payment Procedures for Pool Employees

1. In response to your memorandum dated 1 February 1952, subject "Extracts from Inspector General's Report," (ER 2-5482), the following action has been taken:

a. A Finance Officer will be at the Pool each week to cash pay checks for unvouchered employees and to render other financial assistance. This action is effective as of this date.

b. Arrangements have been made to pay Pool employees on confidential funds roster every two weeks at times coinciding with the vouchered funds payroll. The first payment under this procedure will be made 29 February 1952.

2. The Finance Division, Personnel Division (C), the Audit Office, the Pool Administrative Officer, and representatives of OSO and OPC are now jointly devising a procedure which will further reduce delays in the overall servicing of Pool employees.



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E. R. SAUNDERS
Comptroller

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Class. Changed To:	TS S (C)
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